

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 2</p> <p style="text-align: center;">Answers, Responses, and Objections</p>

This procedure demonstrates the steps to file an answer, response or objection in the CM/ECF system. **NOTE:** Initial appearances in all cases must be made utilizing only the primary login.

The example below demonstrates how to file a “**Response**” to Motion Modify Chapter 13 Plan. The same steps would be followed for any other type of answer, response or objection.

STEP 1 Select **Bankruptcy** from the main menu.

NOTE - If the answer, response or objection is in an adversary proceeding, click **Adversary** from the main menu.

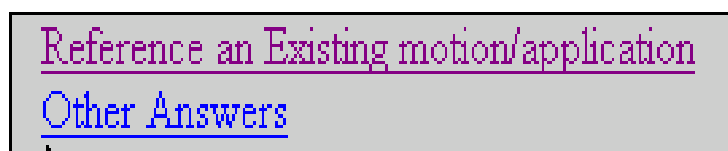
NOTE - To file an Objection to Transfer of Claim, click **Claim Actions** from the menu options.

NOTE - To file an Involuntary Answer click **Other** from the menu options.

NOTE - To file an Objection to Confirmation of the Plan, click **Plan** from the menu options.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Answer/Response** menu option. There are two submenu options.



◆ Click **Reference an Existing motion/application** to file most documents in this category.

STEP 3 The **Case Number** screen will display.

◆ Enter case number and Click **Next**.

◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

◆ If correct, highlight **Response** and Click **Next**.

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Answer to Writ of Garnishment Consent Objection Response

- STEP 4 The next screen prompts the user to click on the check box if document is being filed jointly with other attorneys. Click **Next**.
- STEP 5 The **Select the Party** screen will display.
- ◆ Locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
 - ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. In our example, a creditor is selected.
 - ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party or business name. When searching for a debtor, you may search by social security number or id number, if known.

NOTE - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

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For example, if Ford is entered, the following selections might appear in **Party search results**. Click on the closet matching name and a pop-up screen will appear. Repeat as needed until the correct party appears with your c/o address. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, Click **Select Name from List**. If not, Click **Create New Party**.

STEP 6 The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

CRITICAL ISSUES- *YOU MUST SELECT THE CORRECT ROLE TYPE.
***THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

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STEP 7 After selecting or creating the party in the case, the creditor's name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 8 Click on the check box to establish a link between the creditor and the attorney, if needed.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 9 The **PDF Document Selection** screen displays.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 10 Select the category to which your events relates. For this example highlight "motion". Click **Next**.

STEP 11 Select the appropriate event(s) to which your event relates. Click **Next**.

CRITICAL ISSUE - It is important to select the correct item because it will appear in the docket text.

- ◆ In our example the **Response** will be linked to the Motion to Modify Chapter 13 Plan. After clicking on the check box, Click **Next**.

<input checked="" type="checkbox"/> 12/22/2004 14 Motion to Modify Plan (Re: 8 Chapter 13 Plan) Filed by Debtor Joe Icon (Shuler, Pam)
<input type="button" value="Next"/> <input type="button" value="Clear"/>

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- STEP 12 The **Docket Text: Modify as Appropriate** screen will display. Click on the arrow to display the prefix options if desired. **NOTE** - You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with that particular letter (e.g., Verified type "v"). Additionally, there is a text box to include additional information if desired. In our example, no prefix or additional text is required. Click **Next**.

- STEP 13 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

- STEP 14 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.